



Faculty Program Coordinator - Law Enforcement Academy

Amarillo, Texas, United States Criminal Justice Programs Full time

Description

At Amarillo College, our mission is: *Transforming our community and economy through learning, innovation, and achievement*. Every team member, regardless of job title or duties, is responsible first and foremost, for assisting students in every way.

This is an exciting time to work at Amarillo College! We are seeking a **Faculty Program Coordinator for the Law Enforcement Academy** who will be all-in on our mission and coordinate the daily operations of the Panhandle Regional Law Enforcement Academy and Criminal Justice In-Service Programs.

This position is located in Amarillo, Texas on the West Campus of Amarillo College and reports to the Director of the Criminal Justice Program.

GENERAL QUALIFICATION REQUIREMENTS:

CERTIFICATES/LICENSES:

- **REQUIRED:** Valid Texas Class C Driver's License **and** Peace Officer (State of Texas) certification and Certified as a Texas Commission on Law Enforcement (TCOLE) Instructor.
- **PREFERRED:** Additional related certifications

EDUCATION/EXPERIENCE:

- **REQUIRED:** Bachelor's Degree and 5+ years of experience or Associate Degree and 10+ years of experience
- **PREFERRED:** Master's Degree and 5 + years of experience

CREDENTIAL REQUIREMENTS: Degrees, experiences, and certificates must be in the proposed teaching or service area and must meet any accreditation requirement applicable to the program or institution. The appropriate President's Cabinet member must expressly approve any exceptions in writing. Certification, licensure, or registration counts toward placement only in programs in which one or more of these is required for accreditation of that program.

JOB DUTIES and RESPONSIBILITIES:

- Perform teaching activities, including classroom instruction, directing projects, and assisting with student coursework, research and internships
- Plan, develop and present organized classroom instructions and learning opportunities for students in accordance with approved course outlines
- Teach day and/or evening courses as required and in the modality required
- Interview and investigate applicants for the Academy and submit candidate assessments
- Develop Academy training calendars
- Hire qualified part-time instructors, subject matter experts, or substitute instructors

- Prepare syllabus i.e., determine course content that is consistent with the catalog description
- Complete various reports, documentation, and evaluations in a timely fashion
- Develop curriculum and review and update TCOLE lesson plans.
- Oversee the daily operations, as well as the hiring, training, evaluating, and development of team members, to include supplemental instructors and administrative clerks
- As an Amarillo College employee, seek knowledge of and pledge to actively engage in a culture of caring, striving to serve students, peers and the community by embracing the AC Core Values: Wow, Family, Fun, Innovation, and Yes!

KNOWLEDGE SKILLS AND ABILITIES:

- Exhibit strong communication skills both written and verbal. Ability to cultivate relationships built on trust and confidentiality with a diverse population.
- Required to provide an exemplary level of customer service to all internal and external customers, departmental personnel, students, vendors, community, committees, management, etc. Must maintain professionalism in demeanor, work-style and dress.
- Required to demonstrate a strong work ethic with the ability to exercise good judgement. Must be able to make solid recommendations, have strong attention to detail, good organizational skills, and ability to work under pressure to meet stringent deadlines.
- Comply with all college, state and local procedures, rules and regulations. Observe and promote continual improvement of workplace safety and environmental practices
- Familiarity with sheriff's offices, police departments, and other Criminal Justice departments
- Knowledge of TCOLE rules and regulations

Teaching Load: The teaching load for full-time faculty will normally consist of 15 load hours or equivalent assignments. Faculty are assigned by their chair to teach in their major fields, insofar as possible. They may, however, be assigned to teach in their minor fields in accordance with standards of accrediting associations. (Responsibilities for Non-teaching faculty will be individually prescribed).

Advising Requirements: Faculty will serve as academic advisors based on a divisional or departmental advising plan. The number of advisees will vary depending on the number of majors in a division. Adjustments in other responsibilities or compensation may be made if it is necessary for a faculty member to be the advisor for more than sixty students.

Supervisory Responsibilities: This position may include supervisory responsibilities. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Salary: New faculty members will be placed appropriately on the College salary schedule established for their category of employment. When determining an employee's placement on the appropriate College salary schedule, the employee's position, responsibilities, experience, education, and years of service shall be considered.

Diversity and Inclusion Statement:

Amarillo College is committed to hiring and retaining a racially diverse, culturally competent staff at all levels of the organization who not only reflect the demographics of our clients but also continue to deepen their skills and competencies to serve the full range of our customers.

Promotional Opportunity Policy:

Under the Amarillo College Promotional Opportunity Policy, only current appointed or part-time non-appointed employees will be considered for a position during the first five (5) working days from notice or posting.

Benefits

Amarillo College offers a rich benefits package, including medical, dental, vision, life, and disability coverages available through ERS. Amarillo College provides (at no cost to the employee) a long-term disability policy. In addition to retirement savings through TRS or ORP, the college offers the AC Benefit Plan 403(b) with a generous matching contribution. Employees and their dependents are eligible for reduced or free tuition for Amarillo College courses. Employees have free access to the fitness center located on the Washington Street Campus.

Apply for this job

Amarillo College does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits.

APPLY FOR THIS JOB USING THE LINK BELOW:

<https://apply.workable.com/amarillo-college/j/85C508EA00/apply/>